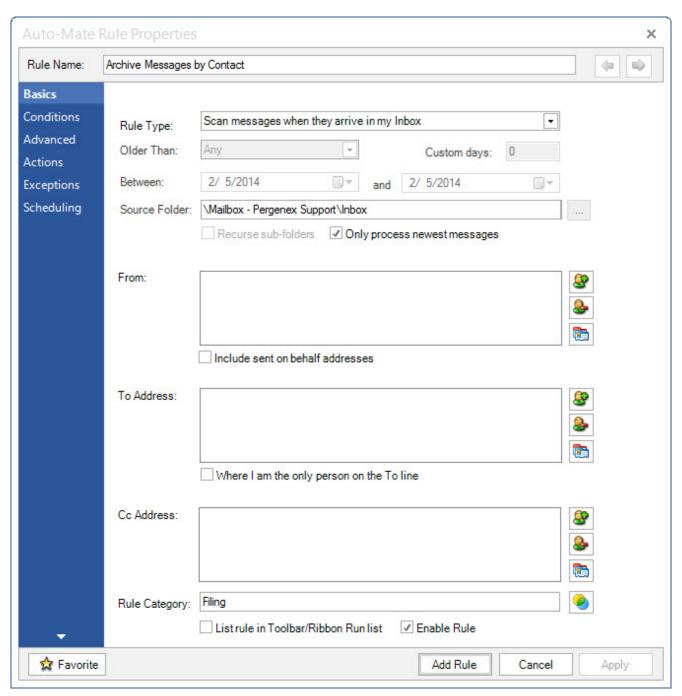
File Messages in Folders by Sender Name with a Single Rule

You can easily file messages in folders named by the message sender's name in Auto-Mate with a single rule. This rule can take advantage of the Auto-Mate feature:

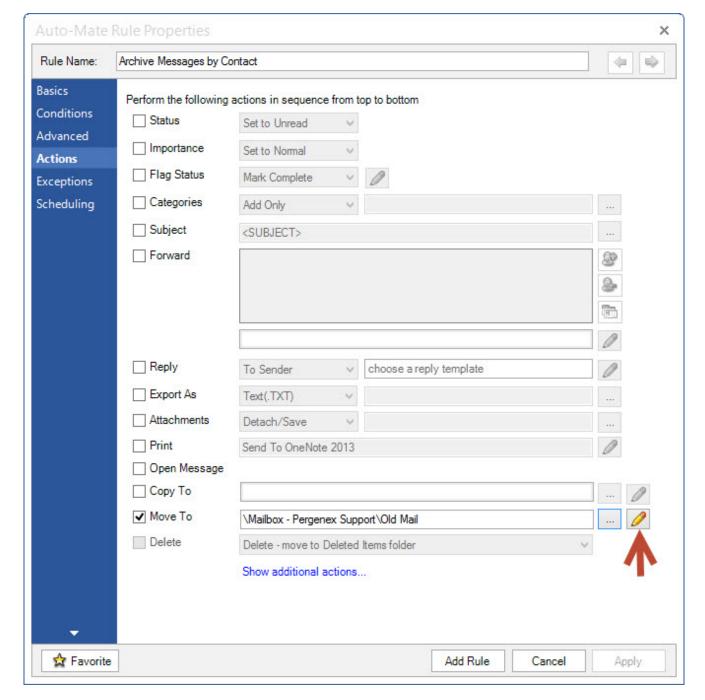
• Auto Create Folder

Configure your rule as follows:

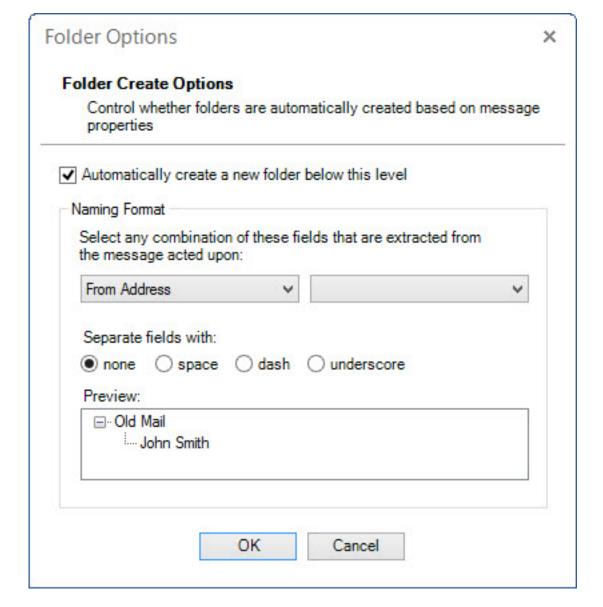
Start by creating a basic rule to file incoming messages, but do not specify any From addresses.



Then configure a rule action to move to a folder. Select the destination folder. Folders will be automatically created beneath this level.



Now click the button with the small pencil icon to select Folder Naming Options. Check off "Automatically create a new folder below this level, then select "From Address. You will see a preview of how the folder will appear in your Outlook folder tree.



Click OK and save the rule. The rule will now create folders by Sender name on-the-fly as messages are received.

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